



# FIRST THINGS FIRST

## ADMINISTRATIVE ASSISTANT II

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

The Arizona Early Childhood Development and Health Board are currently in need of a **part-time** Administrative Assistant II to work in the Graham/Greenlee Office in Safford, Arizona. Office Location: 504 2<sup>nd</sup> Avenue, Safford, Arizona.

### **Job Summary:**

This position serves in staff support capacity to the Regional Coordinator performing a variety of complex administrative tasks including travel. This position will require the following: customer service; meeting planning; coordinate activities; establish priorities; develop effective operating procedures; take initiative; multi-task; meet deadlines; and have ability to problem solve. The position requires substantial effort to coordinate and work with volunteer Regional Council members as well as communicating effectively with regional resource agencies and general public.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. He/she shall possess the knowledge of principles and practices of administration and management; agency or program rules, regulations and operating procedures, accounting and budgeting procedures; and state and

federal rules and regulations governing the areas of assignments; minute taking accuracy; ability to work independently and exercise appropriate judgment; Arizona Open Meeting Law; knowledge of Robert's Rules of Order and have knowledge of First Things First.

**Typical Duties and Responsibilities:**

Under the general supervision of the Regional Coordinator, duties and responsibilities may include but are not limited to:

- Communicate with general public and collaborating partners (telephone, email, etc.)
- Prepare and track budget
- Prepare reports
- Assist with processing grant requests
- Prepare formal meeting minutes
- Post regional events and various regional notices to agency calendars
- Schedule and attend meetings
- Process applications and related paperwork for volunteer Regional Council members
- Purchase/monitor supplies
- Prepare payroll timesheets for the region
- Process travel reimbursements for the region
- Record Keeping
- Research special projects
- Analyze data
- Assist the Coordinator with cross-regional collaboration activities
- Write or edit assignments as needed
- Other duties as assigned by the Regional Manager and/or Regional Coordinator
- Must have reliable transportation

**Knowledge, Skills and Abilities:**

- Skill in oral and written communication
- Possess computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher
- Extensive organizational and time management skills
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.
- Two Years responsible administrative experience; or Bachelor's degree from an accredited college or university in a field appropriate to the assignment and one year's responsible administrative experience; or a Master's degree from an accredited college or university in a related field and one year responsible administrative experience.

Review of resumes will begin on November 8, 2010 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references by the close of business on November 5, 2010 to:

[www.azstatejobs.gov](http://www.azstatejobs.gov)

In the AZ State Personnel System, this position is classified as a Grade 15, with a salary range of \$30,500 to \$40,000. The position is covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.